

## DEPARTMENT OF THE CHIEF FINANCIAL OFFICER

## SDBIP COMPONENT 3 - QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE

	IDP	PERFORMANCE INDICATOR	PERFORMANCE TARGET	UNIT OF MEASUREMENT	ANNUAL TARGET	QUARTER ENDING 30 SEPT		QUARTER ENDING 31 DEC		QUARTER ENDING 31 MARCH		QUARTER ENDING 30 JUNE	
						TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL
1		<b>Expenditure: Budgeting and Reporting</b>											
1.1.1	5.1	Planning, Budget and Implementation	Prepare and submit final 2018/2018 budget to Council for approval by 31 May 2018 in terms of Sec.87 (4) of the MFMA	Submit time schedules	Budget Approved by 31 May 2018	Key deadlines schedule to EXCO before 31 August 2017				Draft budget to Council for approval by 22 March 2018		Final budget to Council for approval by 31 May 2018	
1.1.2	5.1	Planning, Budget and Implementation	Prepare and submit the Mid-Year Financial Review or the 2017/2018 budget in terms of S.72 of the MFMA and the adjustments budget if required, by 25 January 2018	2015/2017 Mid Year Financial Review submitted to Council by 25 January 2018	Mid Year Review approval by 25 January 2018					Mid-Year Financial Review by 25 January 2018			
1.2.1	5.1	Compliance with MFMA Section 71 (Monthly reports)	Prepare and submit monthly financial reports to the Mayor within 10 working days after month end in terms of S.71 of the MFMA, thereafter via the Finance Portfolio Committee to EXCO within 30 days of each month end.	Submit monthly financial reports via the portfolio committee to EXCO	Monthly reports	Copy of the report to Council		Copy of the report to Council		Copy of the report to Council		Copy of the report to Council	
1.2.2	5.1	Compliance with MFMA Section 126 (1) (a) (AFS to the AG)	Submit completed 2016/2017 financial statements to Auditor General by 31 August 2017 in line with legislation and submit the Audit Report on 2015/2017 financial year to Council via the Audit Committee not later than 30 days after receipt from the Auditor General.	Submit financial statements to Auditor general by 31 August 2017	31-Aug-17	2015/2017 (AFS) Financial statements		2015/2017AG Audit report submitted within 30 days of receipt from AG					
1.2.3	5.1	Compliance with MFMA Section 127 (1) (a) (Annual report)	Contribute the financial component to the Annual Report by providing the Annual Financial Statement for submission to Council by 31 January 2018	Completed annual report submitted by 31 January 2018	31-Jan-18	Submit AFS to the AG by 30 Aug 2018				Submit financial component for annual report by 16 January 2018			
1.3.1	5.1	Compliance with MFMA Section 53(l)(c)(ii) (Draft SDBIP) Planning, Budget and Implementation	Prepare and submit the draft SDBIP for 2018/2018 to the Mayor within 14 days after approval of budget by Council.	Review of the Service Delivery and Budget Implementation Plan	14 days after approval of the budget					Ensure draft SDBIP prepared together with the draft 2018/2019 budget and submitted to Exco by 31 April 2018		Ensure submission of final SDBIP 2018/2019 to Exco by 20 June 2018 and submission to National Treasury and Provincial treasury as legislated	
1.3.2	5.1	Compliance with MFMA Section 52(d) (implementation of the budget) Planning, Budget and Implementation	Submit quarterly progress report on SDBIP to the Finance Portfolio Committee/Exco within 30 days of the last day of each quarter.	Quarterly progress report on Service Delivery & Budget Implementation Plan to the Portfolio Committee	Quarterly to 30 June 2018	Quarterly report		Quarterly report		Quarterly report		Quarterly report	
2		<b>Revenue</b>											
2.1	5.2.2	Compliance with MFMA Section 61 (1) (f) (i) (Implement a tariff and rates policy) Revenue enhancement	Review revenue enhancement policies annually, i.e. Tariff Policy and Rates Policy and submit via the Finance Portfolio Committee to EXCO and Council for approval by 30 June 2018.	Submit Policy to CM by 30 June 2018	Policy review			Number of policies reviewed		Number of policies reviewed		Number of policies reviewed	
2.2	5.2.2 (TAS1)	Compliance with MFMA Section 61 (1) (f) (ii) (debt collection policy ) Revenue enhancement	Review the revenue enhancement strategy and submit via the Finance Portfolio Committee to EXCO and Council for approval by 30 June 2018	Strategy Item to Council by 30 June 2018	Revenue enhancement strategy			Review, maintain and implement a credit control and debt collection policy to enhance the credit control and debt collection procedure and mechanisms				Review current revenue management business model and process applied and develop revenue turnaround strategy	
2.3.1	5.2.2	Compliance with MFMA Section 61 (1) (f) (iii) (debt collection policy ) Service Debtors	Submit monthly outstanding debtors' through S71 reports to the Exco/Council not more than 14 days after the end of each month.	Ensure that the monthly debtors' collection reports is submitted to the Portfolio Committee	Monthly reports	Report the outstanding debtors in 3 monthly reports		Report the outstanding debtors in 3 monthly reports		Report the outstanding debtors in 3 monthly reports		Report the outstanding debtors in 3 monthly reports	
2.3.2	5.2.2	Compliance with MFMA Circular (Maintain turnover rate between 14% to 20%)	Maintain the turnover rate of all outstanding monthly recurring rates and service charges between 14% to 20% and report monthly progress to Council	Maintain a monthly turn over rate between 14% and 20%	Monthly	Report the % turnover rate in 3 monthly financial reports to the Council		Report the % turnover rate in 3 monthly financial reports to the Council		Report the % turnover rate in 3 monthly financial reports to the Council		Report the % turnover rate in 3 monthly financial reports to the Council	
3		<b>Supply Chain Management</b>											
3.1.1	5.3	Compliance with MFMA Section 111 (supply chain management policy)	Submit annual review report on the Supply Chain Management policy by 30 August 2017 and submit via the Finance Portfolio Committee to EXCO and Council for approval	Ensure Review of Supply Chain policy by 30 August 2017	30-Aug-17	Annual review report by 30 August 2017		Communicate approved SCM to all relevant stakeholders					
3.1.2	5.3	Quarterly SCM report	Submit quarterly SCM reports to the Council within 30 days of end of each quarter in terms of Council policy.	Annual review of Supply Chain Management policy	Annual review report by 30 Jun 2018	Quarterly SCM reports		Quarterly SCM reports		Quarterly SCM reports		Quarterly SCM reports	
3.2	5.3	Quarter and annual stock count reports	Perform annual stock count for 2015/2017 financial year by 30 August 2017, and submit quarterly report on stock counts for the 2017/2018 to Council	Stock count report submitted to Portfolio committee	30 June 2018	Annual stock count report for 2015/2017 by 30 August 2017		Quarter 1 report on stock count for 2017/2018		Quarter 2 report on stock count for 2017/2018		Quarter 3 report on stock count for 2017/2018	
3.3	5.3	Submission of monthly cash flow statements	Monitor the payment of creditors and salaries by submitting monthly cash flow statement via the Finance Portfolio Committee to EXCO, together with creditors' age analysis.	Monthly cash flow statement report to Executive Committee.	Monthly reports	3 Monthly cash flow statements • Creditors paid <30 days • Salaries and wages < 7 days after month end		3 Monthly cash flow statements • Creditors paid <30 days • Salaries and wages < 7 days after month end		3 Monthly cash flow statements • Creditors paid <30 days • Salaries and wages < 7 days after month end		3 Monthly cash flow statements • Creditors paid <30 days • Salaries and wages < 7 days after month end	
3.4	5.1.2	Operating Surplus	Ensure cash coverage of three time to normal creditors by 30 June 2018.	Monthly cash flow statement report to Executive Committee.	Monthly reports	2.5% Quarterly report		2.6% Quarterly report		2.8% Quarterly report		3% Quarterly report	
3.5	3.3.1	Revenue Growth	Ensure that land sold by council is paid for in terms of the sales agreements. Especially where a formal township establishment processes have been completed in accordance with Council's approved policy and make erven available to the market	Report on process	Quarterly report	Report on progress		Report on progress		Report Number of Council owned erven advertised		Report Number of Council owned erven advertised	

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4		Financial Management											
4.1	5.1.1	Compliance with MFMA Section 13 (2) (cash management and investment policy)	Review expenditure management policies, i.e. the Investment and Cash Management Policy, Credit and Debt Control Policy and the Indigent Policy and submit via the Finance Portfolio Committee to EXCO and Council for approval by 30 June 2018.	Completed Policies by 30 June 2018	Policy review	Report progress on number of policies reviewed		Report progress on number of policies reviewed		Report progress on number of policies reviewed		Number of policies reviewed	
4.2.1	5.1.1	Compliance with MFMA Section 63 (asset and liability management)	Submit annual review report on the Fixed Asset Management policy to the Finance Portfolio Committee by 30 June 2018.	Submit Policies to Council by 30 June 2018	Fixed Asset Management policy review report							Annual review report to Council	
4.2.2	5.1.1.2	Compliance with MFMA Section 63 (asset and liability management)	Maintain Asset Register in line with the prevailing accounting standards and include the figures in the Annual Financial Statements. (2015/2017 financial year) and submit to Council and the Auditor General.	Quarterly updated asset register	Quarterly report	Asset register figures to AG		Quarterly report to Council		Asset register figures in AFS to Council		Quarterly report to Council	
4.3	5.1.2	Compliance with MFMA Section 71 (Monthly reports)	Submit monthly Grant reports on all DORA reportable grants received to the Municipal Manager within 10 days after receipt of payment from National Treasury	Monthly reports on Grants	Quarterly report	3 monthly Grant reports included in Section 71 report		3 monthly Grant reports included in Section 71 report		3 monthly Grant reports included in Section 71 report		3 monthly Grant reports included in Section 71 report	
4.4	5.1.1	Compliance with MFMA Section 99 (3) Maintainence an Investment Register	Submit quarterly reports of the investment register with details of investment, period, interest rate and term as part of the quarterly financial report to the Council within 30 days from quarter end.	Quarterly reports	Quarterly report	Quarterly report		Quarterly report		Quarterly report		Quarterly report	
4.5	5.1.1	Compliance with MFMA Section 66 (f)	Submit quarterly report of details of all loans as part of the quarterly financial report to Council within 30 days from end of quarter.	Quarterly reports	Quarterly report	Quarterly report		Quarterly report		Quarterly report		Quarterly report	
5		Departmental Management											
5.1	5	Compliance with internal and external audit charters	Respond to all internal and external audit enquiries and other general enquiries and implement all approved recommendations within 30 days unless there is reason why implementation is not possible, in which case an agreed extended date to be agreed with and approved by the MM to ensure an unqualified audit report relating to the DMM FS area of responsibility.	Ensure sufficient departmental response to internal audit and general enquiries and implement approved recommendations timeously.	Quarterly report	Quarterly report		Quarterly report		Quarterly report		Quarterly report	
5.2	1.1.1	Compliance with ERM Policy	Ensure that departmental risk identified in the organisational risk assessment register is attended to, update and report quarterly risk assessment register	Risk register	Quarterly report	Quarterly risk assessment register		Quarterly risk assessment register		Quarterly risk assessment register		Quarterly risk assessment register	
5.3	5	Management of departmental staff	Hold at least ten monthly meetings with departmental management informing them of Council resolutions impacting on the Department and keep record of minutes of meetings to communicate with staff and present evidence to Performance evaluation panel	Management and staff are kept informed to ensure efficiency of staff	Fortnightly minute of meetings	2 copies of minutes and Agenda.		3 copies of minutes and Agenda.		2 copies of minutes and Agenda.		3 copies of minutes and Agenda.	